



# FORM TO CORRECT OR CHANGE A COLORADO BIRTH CERTIFICATE

Please complete this form in full; Use ink when completing this form; Crossouts and/or white are not acceptable

## THIS INFORMATION IS NEEDED TO LOCATE THE CURRENT BIRTH CERTIFICATE

1. Registrant's First Name(s)	1a. Registrant's Middle Name(s)	1b. Registrant's Last Name(s)	1c. Suffix
1d. Date of Birth of the Registrant (Month/Day/Year)	2. Mothers name prior to first marriage (maiden):	3. Father's Name	

INCORRECT INFORMATION CURRENTLY LISTED ON THE BIRTH CERTIFICATE			CORRECT INFORMATION AS YOU WANT IT LISTED ON THE BIRTH CERTIFICATE		
4. First Name(s)	Middle Name(s)	Last Name(s)	4a. First Name(s)	Middle Name(s)	Last Name(s)
5.			5a.		
6.			6a.		
7.			7a.		

The penalties for obtaining a record under false pretenses include a fine of not more than \$1,000 or imprisonment in the county jail for not more than one year or both such fine and imprisonment (CRS 25-2-118). By signing below, I have read and understood that there are penalties for obtaining a record under false pretenses.

The information above is true to the best of my knowledge and I/we request that the birth certificate be changed accordingly.

8. Signature of requestor	8a. Date	8b. Your relationship to the registrant. (Check Box✓) <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Self <input type="checkbox"/> Legal Representative (must provide proof)
9. Signature of requestor	9a. Date	9b. Your relationship to the registrant. (Check Box✓) <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Self <input type="checkbox"/> Legal Representative (must provide proof)
10. Address		11. Contact Phone Number
10a. City/State/Zip code		12. Email (print clearly)

## FEES AND SERVICES (Fees are non-refundable)

## Quantity

Correct or Change a Birth Certificate - (This fee does not include a Birth Certificate) ..... \$ 20.00 = \$ \_\_\_\_\_  
1<sup>st</sup> certified copy of the Birth Certificate - (if applicable, see \*\*\*exchange policy below) ..... \$ 17.75 = \$ \_\_\_\_\_  
Additional copies of the same certificate ordered at the same time or exchanges \*\*\* See exchange policy.. ..... \$ 10.00 = \$ \_\_\_\_\_  
\*\*\*Expedite Fee (processed within 15 days upon receipt of your request) ..... \$ 20.00 = \$ \_\_\_\_\_  
\*Credit Card Convenience Charge (walk-ins excluded) ..... \$ 10.00 = \$ \_\_\_\_\_

Total Number of Birth Certificates requested \_\_\_\_\_ Total \$ \_\_\_\_\_

\*\*\***EXCHANGE POLICY:** Effective 7/1/2011 previously issued certified copies of the birth certificate may be exchanged at any time after a correction or change has been made to a birth certificate for \$10.00 each. You must return the Birth Certificate(s) to utilize this service or presented to us before any transaction is requested.

**PAYMENTS ACCEPTED:** We accept Checks (no temporary), Money Orders (*Payable to Vital Records*) and Credit Cards. Not responsible for cash sent through the mail

\***CREDIT CARD ORDERS:** (check box✓) ☐ Visa ☐ MasterCard ☐ Discover Convenience charge will apply (see fee schedule above)

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Total Charges: \_\_\_\_\_

**CONTACT INFORMATION – Name:** Jake J. Salazar  
**PHONE:** 303-692-2226 **EMAIL:** [jake.salazar@state.co.us](mailto:jake.salazar@state.co.us)  
**FAX:** 1-877-785-1434 \*\*excludes court orders

**INFORMACIÓN DE CONTACTO PARA ESPAÑOL - NOMBRE:** Sean Cancanon  
**TELEFONO:** 303-692-2236 **CORREO ELECTRONICO:** [sean.cancanon@state.co.us](mailto:sean.cancanon@state.co.us)

\*\* All court orders submitted to make a change to a Birth Certificate must be certified and bears the original seal of the court. The court order will be returned to you unless it will be used to process an Adoption or a court ordered Paternity Determination (add or remove a father).

**OUR RETURN MAILING ADDRESS:** Vital Records, Modification Unit, 4300 Cherry Creek Drive South, Denver, Colorado 80246-1530

**OUR WEBSITE:** (access forms, order online, other information) [www.colorado.gov/cdphe](http://www.colorado.gov/cdphe)

**PROCESSING TIME:** Upon receipt of your request please allow up to 30 days for your order to be processed \*\*\*\* See expedite fee above

**TO AVOID DELAY ENCLOSE ALL NECESSARY DOCUMENTATION. PLEASE SEND THE FOLLOWING:**

- ☐ 1. Form to Correct or Change a Birth Certificate, ☐ 2. Documentary Evidence ☐ 3. ID, Effective 11-01-2003, return your request with a copy of your driver's license, state ID, passport or other acceptable ID. ☐ 4. Processing and Certificate Order Fees along with a self-addressed stamped envelope.

25-2-115. Alteration of reports and certificates - amended reports and certificates.(5) When an applicant does not submit the minimum documentation required in the regulations for amending a vital statistics record or when the state registrar has reasonable cause to question the validity or adequacy of the applicant's sworn statements or documentary evidence, and if the deficiencies are not corrected, the state registrar shall not amend the vital statistics record and shall advise the applicant of the reason for this action and shall further advise the applicant of the right of appeal to a court of competent jurisdiction.

Keep as a permanent record

# INSTRUCTIONS FOR CORRECTING OR CHANGING A COLORADO BIRTH CERTIFICATE

## 1. WHO MAY APPLY TO CORRECT OR CHANGE A BIRTH CERTIFICATE (See #2 below if child is under the age of one)

UNDER 18 - application may be made by one or both parents, a legal guardian, or a legal representative (must show proof)

OVER 18 - application must be made by the registrant or his/her legal representative (must show proof)

Unless otherwise provided in Colorado Regulations or in Statute, all corrections or changes to birth certificates shall be supported by the following:

A written request or by using the form to correct or change a Colorado birth certificate setting forth:

- Information to identify the certificate (boxes 1-3)
- The incorrect information as it is listed on the certificate (boxes 4-7) *“See first page or front of sheet if form is back to back”*
- The correct information as it should be listed (boxes 4a-7a)

## 2. CORRECTION OR CHANGE OF REGISTRANT'S GIVEN NAMES ON A BIRTH CERTIFICATE WITHIN THE FIRST YEAR OF BIRTH (AGE 0-1)

Please note: The request for the correction or change must be signed in the order listed below

1. Both parents
2. Mother in the case of a child born out of wedlock (Unless a father is listed on the birth certificate)
3. Father in the case of the death or incapacity of the mother (must show proof)
4. Mother in the case of the death or incapacity of the father (must show proof)
5. Guardian or agency having legal custody of the registrant (must show proof)

## 3. TO MAKE A CORRECTION OR CHANGE TO A BIRTH CERTIFICATE THE DOCUMENT(S) MUST MEET THE FOLLOWING CRITERIA:

1. One or more documents which support the alleged facts and were established at least five years prior to the date of application for the correction or change or within seven years of the date of birth of the registrant.
2. The document must contain the date of birth of the subject person. If only the age of the subject person is listed then we need two documents.
3. One item with just an age can only be used to change the spelling of a name.
4. After one year from the date of birth; a legal change of name order must be submitted from a court of competent jurisdiction to change the given or last name(s). If applicable, the provisions of section 9.2 acknowledgement of paternity (add biological father) may be followed to correct or change a last name if the name was entered incorrectly on the birth certificate. *(The last name can only be changed to that of the father)*

## 4. THE FOLLOWING IS A LIST OF SUGGESTED DOCUMENTS THAT HAVE BEEN USED AS EVIDENCE TO SUPPORT A REQUEST FOR A CORRECTION OR CHANGE OF A BIRTH CERTIFICATE. PLEASE NOTE THE FOLLOWING:

- Any document that appears to be altered will not be accepted.
- Original document(s) sent to us will be returned to you.
- We cannot use a Driver's License or ID as a document to make the correction or change to a Birth Certificate
- Baptismal, Dedication, Blessing or Christening record.
- Employment record (I-9) (Paycheck stubs are unacceptable)
- Hospital Souvenir Birth Certificate (if applicable)
- Passport (Foreign or Domestic)
- Permanent resident alien card or document
- Marriage License **application**. (Marriage Licenses from some states are acceptable)
- U.S. Census Record (Obtain from Bureau of Census, P.O. Box 1545, Jeffersonville, IN 47131)
- Court ordered legal name change (The Court Order must be certified and bear the seal of the court)
- Medical, Hospital or Physician's records. (Must have Medical Office/Clinic listed on the record)
- Certified school census, transcript, or enrollment record. (Report cards & diplomas are unacceptable)
- Social Security Statement in Conjunction with subject persons Social Security Card and Marriage License (if applicable)
- Naturalization Certificate and in some cases in conjunction with the Court Ordered Legal Name Change (1-800-375-5283)
- Insurance policy – (Health, Life, or Auto) - (the application page) - showing name, and date of birth. (must show it was accepted by the agency)
- Sibling's Birth Certificate. (Must have parents complete date of birth; if age is listed alone then document can only be used to change the spelling of the name)
- Your child's Birth Certificate. (Must have parents complete date of birth; if age is listed alone then document can only be used to change the spelling of the name)
- Social Security Numident To purchase a Numident, write to SSA, OEO FOIA Workgroup, 300 N. Green St., Baltimore MD 21290-3022 – Fee is \$16.00 or call 1-800-772-1213
- Military Records e.g., Military Discharge - Form DD214, ID card
- Voter registration record. (Obtain from your election commission)
- Mother or Father's birth/death certificate (if applicable)
- Motor Vehicle Record (Obtain from the Driver's License Office of issuance)
- Immunization Record(s) (Must have medical office/clinic listed on the record)

**Section 9.7 Amendment of the Same Item More Than Once** - Once an amendment of an item is made on a vital record that item shall not be amended again...

ITEM TO BE CORRECTED OR CHANGED	AGE (years)	DOCUMENTATION OR SUPPORT REQUIRED
Registrant's Given Name (First, Middle and Last)	Over 1	Certified copy of a court ordered Legal Name Change OR Section 9.2 Acknowledgment of Paternity (if applicable)
Registrant's Given Name (First and/or Middle)	Over 1	Certified copy of a court ordered Legal Name Change OR Section 9.2 Acknowledgment of Paternity (if applicable)
Registrant's Given Name (Last Name)	Over 1	Certified copy of a court ordered Legal Name Change OR Section 9.2 Acknowledgment of Paternity (if applicable)
Registrant's Suffix, Hyphen, Spaces , or Apostrophe's	Over 1	Certified copy of a court ordered Legal Name Change
Registrant's Date of Birth (Month and Day)	All ages	See above #3 "The year of birth will have to be changed via a court order"
Registrant's Gender, Time of Birth, or Date of Birth	Under 2	Contact the Medical Records Department where the child was born
Registrant's Gender (except via surgical procedure)	All Ages	Statement from a physician
Registrant's Spelling of their Last Name to Conform to the Spelling of the Parents Last Name	Over 1	Certified copy of a court ordered Legal Name Change OR Section 9.2 Acknowledgment of Paternity (if applicable)
Date of Birth on a Delayed Birth Record (Court Ordered)	All Ages	Court order substantiating the changes to be made on the Birth Certificate
Date of Birth on a Delayed Birth Record (Not Court Ordered)	All Ages	Documentary evidence must be dated prior to the filing of the Delayed Birth Certificate.
All other information on a Delayed Birth Record (Court Ordered)	All Ages	Court order substantiating the changes to be made on the Birth Certificate
All other information on a Delayed Birth Record (Not Court Ordered)	All Ages	See above #3 dated after the filing of the Delayed Birth Certificate
Parent's Information (Name, date of birth, place of birth)	All Ages	See above #3 and in some cases a court order may be necessary *CRS 25-2-115 (5)